

EAST YORKSHIRE PARENT CARER FORUM
(A Charitable Incorporated Organisation)

FINANCIAL STATEMENTS

Year ended

31 MARCH 2021

PHOENIX ACCOUNTANCY AND BUSINESS CONSULTANCY LIMITED

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For the period ended 31 March 2021**

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**Trustees Annual Report
For the period ending 31 March 2021**

The Trustees present their report with the financial statements of the charity for the period ended 31 March 2021.

Reference and Administrative Details of the Charity, its Trustees and Advisers

Name of charity: East Yorkshire Parent Carer Forum

Charity Registration Number: 1179499

Correspondence Address: 7 Piper Road
Hutton
Driffield
East Yorkshire
YO25 9YY

Principal Operating Address: Unit 4
East Riding Business Centre
Annie Reed Road
Beverley
East Yorkshire
HU17 0LF

Trustees:

Names of Trustees who served during the period and since the year end were as follows:

Sheena Withers, Chairperson
Shirley Pethick
Samantha Bassett, Treasurer
Karen Gaut, Vice Treasurer - resigned November 2019

**Trustees Annual Report
For the period ending 31 March 2021**

Independent Examiner:

Rebecca Triffitt MAAT

Phoenix Accountancy and Business Consultancy
Limited

Morley's House

Morley's Yard

Walkergate

Beverley

HU17 9BY

Bankers

Yorkshire Bank

39 Saturday Market Place

Beverley

East Yorkshire

HU17 9AQ

Governing Document:

East Yorkshire Parent Carer Forum is a Charitable Incorporated Organisation, registered with the Charity Commission, governed by its Constitution. The CIO was registered on 9th August 2018.

Recruitment and appointment of Trustees:

The Trustees form the Management Committee of the charity. There must be at least three charity Trustees. The maximum number of charity Trustees is 12. The members of the Management Committee are elected at the Annual General Meeting and one third of the charity Trustees retire at each AGM. Retiring Trustees are eligible for re-election.

All members are circulated with invitations to nominate Trustees in advance of the AGM. There is a provision for the co-option of additional Trustees as long as the maximum number of Trustees has been reached.

Three Trustees are required to make a quorum.

**Trustees Annual Report
For the period ending 31 March 2021**Trustee Induction and Training:

Expression of interest forms are sent to potential new Trustees and these are discussed at the next Trustee meeting. Our members are then informed prior to the next AGM and members are given the opportunity to vote for them.

New Trustees then undergo induction training provided by the other Trustees including the activities, aims and objectives of the charity, the structure of the organisation, general procedures of the organization. They are also provided with the Charity Commissions 'Roles and Responsibilities of Trustees', the Constitution, the latest statutory financial statements, Annual Report, and financial reports provided to Trustees.

Any additional training required by the new Trustees will be identified during induction, and may be requested at any point by new and existing Trustees, where it is considered useful to their role as Trustee.

Organisational Structure:

The Trustees are responsible for the overall management and control of the Charity. Trustees are aware that any conflict of interest is declared and minuted. The board meets monthly.

Risk Management:

The major risks to which the Charity is exposed, as identified by the Trustees, have been reviewed and systems have been established to mitigate those risks.

Comprehensive policies and procedures are in place and regularly updated.

Objectives and Activities

The charity's objectives and principal activities are the promotion of social inclusion among parents of children and young people with SEND (Special Educational Needs and Disabilities) who are socially excluded from society, or parts of society, as a result of their special educational needs and disability by:

1. providing education and information to support and enable parents to maximise educational opportunities for their children;
2. raising public awareness of the issues affecting families with children and young people young people and families with SEND, both generally and in relation to their social exclusion;
3. providing workshops, forums and general support;
4. providing recreational facilities and opportunities for families of children with SEND to be integrated into society.

**Trustees Annual Report
For the period ending 31 March 2021****Achievements and Performance**

Covid -19 and lockdown have dominated the PCF activities the whole of the last year. Like everybody else it has been a virtual world in which the PCF has endeavoured to represent parents and carers experiences at meetings with the LA and Health. The year ending 31st March 2021 has been an extremely busy one for the forum:

- Forum Steering Group training with external consultant
- Professional/EYPCF meetings
- Workstream/feedback meetings with the LA and Health partners
- The PCF met with the LA weekly to feedback concerns of parents which were turned into FAQs, the answers to which were posted on the Local offer and other sites.
- The PCF carried out a risk assessment survey which confirmed that a large percentage of parents were not aware of or involved in this assessment. This information was fed back to the LA as risk assessments needed to be amended before CYP returned to school or college in September 2020.
- A lot of time was spent discussing and organising summer holiday activities for CYP and these were very successful resulting in over 500 activities being used.
- Communication on a weekly or fortnightly basis with the support group to ascertain needs during COVID-19 and to communicate information and services available on LA services. Secondly contact with individual parents to offer information and signposting to appropriate services.
- The PCF was successful in securing £2,000 from the Two Ridings fund to supply much needed resources such as printers and creative materials to families. The LA provided an additional £2,000 of matched funding which enabled more families to benefit.
- A new Participation Co-ordinator and Administrator joined the PCF
- The PCF prepared a survey of parent/ Carer experiences of Send service provision which was modelled on a similar survey carried out in 2017/18, and disseminated results
- The PCF continued to hold coffee morning sessions and workshops (virtual) on the Annual review process, transport, personal budgets, reviewing the 0-25 team, elected members, Focus Group looking at the Autism Assessment Service, feedback drop-ins, and open house coffee sessions.
- SLA of £10,000 for resources to support the wellbeing and mental health of children and young people. The funding was to provide the opportunity for parents and carers to apply for resources to help them engage in activities at home or in the community. The response was incredible, and the PCF are thrilled to report that we were able to support 214 children and young people through the funding. 164 directly through the 130 applications received and processed, and a further 50 children and young people via our support to local support groups

**Trustees Annual Report
For the period ending 31 March 2021****Main objectives for the following year:**

In developing the main objectives for the following year the Trustees have given regard to the Charity Commission guidance on public benefit.

Our main objectives for the 2021/22 year are:

Internal

- Integrate the Parent/Carer Forum function with its new charity status
- Recruitment of Steering Group members and Trustees
- Strengthen the relationship with voluntary agencies in the East Riding
- Apply to Tudor Trust, Two Ridings, Stronger together and other funders
- Maintain the participation coordinator and administration roles to support the Forum
- Develop Succession Planning program.

External

- Develop co-production with the Local Authority and Health and the Voluntary Sector
- Develop a more responsive approach to the feedback meetings with the Local Authority and Health. (Key current issues include; Social Emotional Mental Health, ASD, communications with the Local Authority; quality of EHC Plans and Annual reviews; and transition planning)
- Continue to organise sessions and events based on the needs of parents/carers: e.g. information on RSBC and SaPTS, Termly Support Plans, Short Breaks; SEND Development and Improvement Plan, Roles and responsibilities of the Governing Body, Personal education budgets etc.
- Develop joint events with adjacent Parent/Carer forums when COVID restrictions allow
- Develop the Local Offer
- Market and promote online/media platforms to deliver online webinars, meetings and training sessions
- To work with the LA and partners including the Voluntary sector on the SEND Development and Improvement plan
- To ensure that the action points from the Ofsted Report are delivered by the LA

**Trustees Annual Report
For the period ending 31 March 2021****Financial Review**Reserves Policy

Due to the current funding structure of the Charity which is all restricted funds. We do not have a reserves policy at this time. We will look at implementing a reserves policy in 2021/22.

Independent Examiner

We appointed Phoenix Accountancy and Business Consultancy Limited, a trading subsidiary of East Riding Voluntary Action Services (ERVAS) Ltd to carry out the Independent Examination for the charity for this accounting period. A resolution to reappoint Phoenix Accountancy and Business Consultancy will be proposed at the forthcoming annual general meeting.

Statement of Trustees responsibilities

The Trustees are responsible for preparing a Trustees' Annual Report and Financial Statements in accordance with applicable law and United Kingdom Accounting Standards. East Yorkshire Parent Carer Forum has income below £250,000 and has therefore elected to prepare the financial statements on a Receipts and Payments basis in line with the Charities Act 2011.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement of disclosure of information to Independent Examiner

We, the Trustees of the Charity who held office at the date of approval of these financial statements, each confirm so far as we are aware, that:

- ⊗ there is no relevant information of which the Charity's Independent Examiner is unaware; and
- ⊗ we have taken all the steps that we ought to have taken as Trustees in order to make ourselves aware of any relevant information and to establish that the Charity's Independent Examiner is aware of that information.

Trustees Annual Report
For the period ending 31 March 2021

Declaration

The Trustees of the charity are pleased to present their report together with the accounts for the period ended 31 March 2021. The accounts comply with current statutory requirements, the governing document and Charity Commission guidance.

Approved by the Trustees and signed on its behalf by:



Sheena Withers
Chairperson

Date: 27/2/22

**Independent Examiner's Report to the Members of
East Yorkshire Parent Carer Forum**

I report on the accounts of East Yorkshire Parent Carer Forum for the year ended 31 March 2021, which are set out on pages 10 to 15.

Respective responsibilities of Trustees and examiner

The charity's Trustees are responsible for the preparation of the accounts. The charity's Trustees consider that an audit is not required for this year (under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 145 of the 2011 Act);
- to follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

Independent examiner's statement

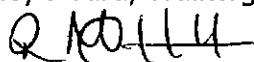
In connection with my examination, no material matters have come to my attention which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

I have come across no matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Rebecca Triffitt, MAAT
Practice Accountant

Employee of, Phoenix Accountancy and Business Consultancy Limited
Morley's Cottage, Morley's Yard, Walkergate, Beverley, HU17 9BY



Date: 3/3/20

Receipts and Payments Account **For the period ending 31 March 2021**

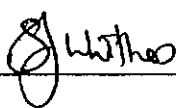
	Notes	2021 Unrestricted Funds £	2021 Restricted Funds £	2021 Total Funds £	2020 Unrestricted Funds £	2020 Restricted Funds £	2020 Total Funds £
Receipts							
Grants	2	-	42,500	42,500	-	-	25,000
Total Receipts		-	42,500	42,500	-	-	25,000
Payments							
Staffing Costs	3	-	13,696	13,696	-	8,497	8,497
Consultancy Fees		-	400	400	-	-	-
Parent/Carer Expenses	4	-	2,229	2,229	-	4,941	4,941
Insurance	4	-	-	-	-	608	608
Rent		-	3,579	3,579	-	3,524	3,524
Utilities		-	249	249	-	434	434
Office Costs		-	1,290	1,290	-	792	792
Meetings and Events		-	-	-	-	2,900	2,900
Gift Vouchers for Parents/Carers		-	-	-	-	(500)	(500)
Gifts for Parents/Carers		-	7,964	7,964	-	-	-
Accountancy Fees		-	400	400	-	400	400
Professional Fees		-	-	-	-	40	40
Total Payments		-	29,807	29,807	-	21,636	21,636
Net Surplus/(Deficit) for the Period		-	12,693	12,693	-	3,364	3,364
Cash and Bank balances brought forward		-	15,528	15,528	-	12,164	12,164
Transfers between funds		935	(935)	-	-	-	-
Cash and bank balances carried forward		935	27,286	28,221	-	15,528	15,528


The notes on pages 13 to 16 form part of these financial statements.

Statement of Assets and Liabilities
As at 31 March 2021

	N0otes	2021 £	2020 £
Monetary Assets			
Current Account		28,221	15,528
Total Monetary Assets		28,221	15,528
Comprising:			
Unrestricted Funds		935	-
Restricted Funds	5	27,286	15,528
		<u>28,221</u>	<u>15,528</u>
Non-Monetary Assets			
Fixed Assets for the Charity's use	6	-	-
Debtors			
Sundry Debtors		-	-
		<u>-</u>	<u>-</u>
Creditors			
Accounts Fees		(400)	(400)
		<u>(400)</u>	<u>(400)</u>

These financial statements were approved by the committee on _____ (date) and signed on its behalf by:


 _____ Sheena Withers, Chairperson


 _____ Samantha Bassett, Treasurer

The notes on page 13 to 16 form part of these financial statements.

Notes to the Financial Statements For the period ended 31 March 2021

Notes

1 Basis of Preparation

These Financial Statements have been prepared on a receipts and payments (R&P) basis in line with charity commission guidance for a charity of this size.

The comparative figures are for the year ending 31 March 2020.

2 Grants

	2021 Unrestricted £	2021 Restricted £	2021 Total £	2020 Unrestricted £	2020 Restricted £	2020 Total £
Department for Education	-	15,000	15,000	-	15,000	15,000
East Riding of Yorkshire Council	-	12,000	12,000	-	10,000	10,000
HEY Smile Foundation	-	1,500	1,500	-	-	-
Two Ridings Community Foundation	-	4,000	4,000	-	-	-
ERYC - Families EHWB	-	10,000	10,000	-	-	-
	-	42,500	42,500	-	25,000	25,000

Notes to the Financial Statements For the period ended 31 March 2021

3 Staffing Costs

	2021 £	2020 £
Subcontracted staff from Kids	-	4,768
Subcontracted staff from ERVAS	12,167	
Agency Staff	-	1,669
Other sub-contracted staff	1,529	2,060
	<u>13,696</u>	<u>8,497</u>

East Yorkshire Parent Carers Forum did not employ staff directly.

4 Trustee Remuneration

No remuneration directly or indirectly out of the funds of the Charity was paid or payable for the accounting period to any Trustee.

There was reimbursement of travel expenses of £865 (2020: £3,542) during the year, this has been categorised as volunteer expenses or parent/carers expenses depending on the activity undertaken by the Trustee. Travel expenses for staff, Trustees, volunteers and parents/carers is paid at HMRC approved mileage rates.

5 Restricted Funds

	Balance at 01/04/20	Receipts	Payments	Transfers	Balance at 31/03/21
Awards For All	935	-	-	(935)	-
DfE	6,760	15,000	(14,522)	-	7,238
ERYC	7,833	12,000	(6,227)	-	13,606
ERYC - Families					
EHWB Fund	-	10,000	(4,516)	-	5,484
HEY Smile Foundation	-	1,500	(544)	-	956
TRCF	-	4,000	(3,998)	-	2
	<u>15,528</u>	<u>42,500</u>	<u>(29,807)</u>	<u>(935)</u>	<u>27,286</u>

**Notes to the Financial Statements
For the period ended 31 March 2021****Notes****5 Restricted Funds (continued)**

A brief description of the restricted funds is shown below:

Awards For All (National Lottery Community Fund)

Restricted funding was provided by the National Lottery Community Fund – Awards For All for the knowledge, information and support project. This project provides events to parents and carers of children with SEND. At the end of the project there was a small underspend, the National Lottery Community Fund agreed this could be transferred to unrestricted funds.

Department for Education (DfE)

Restricted funding was provided by the Department for Education for the development of the forum and associated running costs.

East Riding of Yorkshire Council

Restricted funding was provided by East Riding of Yorkshire Council for the development of the forum and associated running costs.

East Riding of Yorkshire Council – Families EHWP Fund

Restricted funding was provided by the East Riding of Yorkshire Council. This project paid for the resources to support the wellbeing and mental health of children and young people. The funding was to provide the opportunity for parents and carers to apply for resources to help them engage in activities at home or in the community.

HEY Smile Foundation

Restricted funding was provided by the HEY Smile Foundation. This funding was used to improve our email system and invest in SMS (text) service. This will improve our communication overall, but even more so with some hard-to-reach areas of the community.

Two Ridings Community Foundation (TRCF)

Restricted funding was provided by the Two Ridings Community Foundation. This project provides printers & creative materials for families with SEND during the Covid Pandemic.

6 Fixed Assets

East Yorkshire Parent Carer Forum maintain a register of fixed assets. Fixed assets transferred from the unincorporated association do not have a monetary value attached.

A list of fixed assets transferred to the Charity are shown below:

3 x Laptops	BT Business HUB3
2 x Printers	BT Freelance Phone
Iphone4	2 x Ipad's
Backup equipment	Shredder
Scanner	Laminator
Projector	Screen for projector

There were no new fixed assets purchased during this period or the prior period.

7 Taxation

East Yorkshire Parent and Carer Forum is a registered charity. All the charities' income is applied to its charitable objectives and the association is therefore exempt under current legislation from most forms of taxation.

The charity is not VAT registered and all expenditure includes irrecoverable VAT.